

GENERAL SERVICES ADMINISTRATION
REPORT OF ELECTRICAL TYPEWRITERS
IN USE

Approved For Release 2001/08/09 : CIA-RDP78-05538A000100070028-4

DEPARTMENT OR AGENCY

BUREAU, OFFICE OR SERVICE

Office of the Comptroller

See reverse for instructions

ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine)

Technical Accounting Staff

APPROPRIATION TITLE

LOCATED (Check one) ☒ IN UNITED STATES
☐ OUTSIDE UNITED STATES
 (Check one) ☐ RENTED
☒ GOVERNMENT-OWNED
 (Check one) ☐ USED IN POOL
☒ USED OUTSIDE POOL

TYPE OF MACHINE
 Electric Typewriter

MAKE (Name of manufacturer)
 IBM

CARRIAGE LENGTH
 (Platen in inches) 12"
 NUMBER OF MACHINES INCLUDED IN THIS REPORT 1

AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines)

COST (If report pertains to Government-owned machines)

\$ 350.00

ANNUAL RENTAL (If report pertains to rental machines)

\$

TYPE OF WORK
 (Enter time used for each of the following types)

AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR

A. CONTINUOUS FORMS OR INVOICE PREPARATION

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B. STENCIL OR REPRODUCTION WORK

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C. MULTIPLE COPIES (10 OR MORE)

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D. STATISTICAL OR TABULAR

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E. COPY OVER 15" IN WIDTH

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F. CORRESPONDENCE

3

G. OTHER (Specify) Regulations and Accounting Procedures & Forms

5

H.

I.

J.

K.

L.

REMARKS

The Technical Accounting Staff has the responsibility for drafting of all Agency accounting regulations, procedures and forms which necessitates many copies of these documents being typed for the information of and working level collaboration with interested Agency components.

PREPARED BY (Signature)

DATE PREPARED

Approved For Release 2001/08/09 : CIA-RDP78-05538A000100070028-4 5 October 1953

EXHIBIT 1

GSA FORM 1134
 September 1953

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